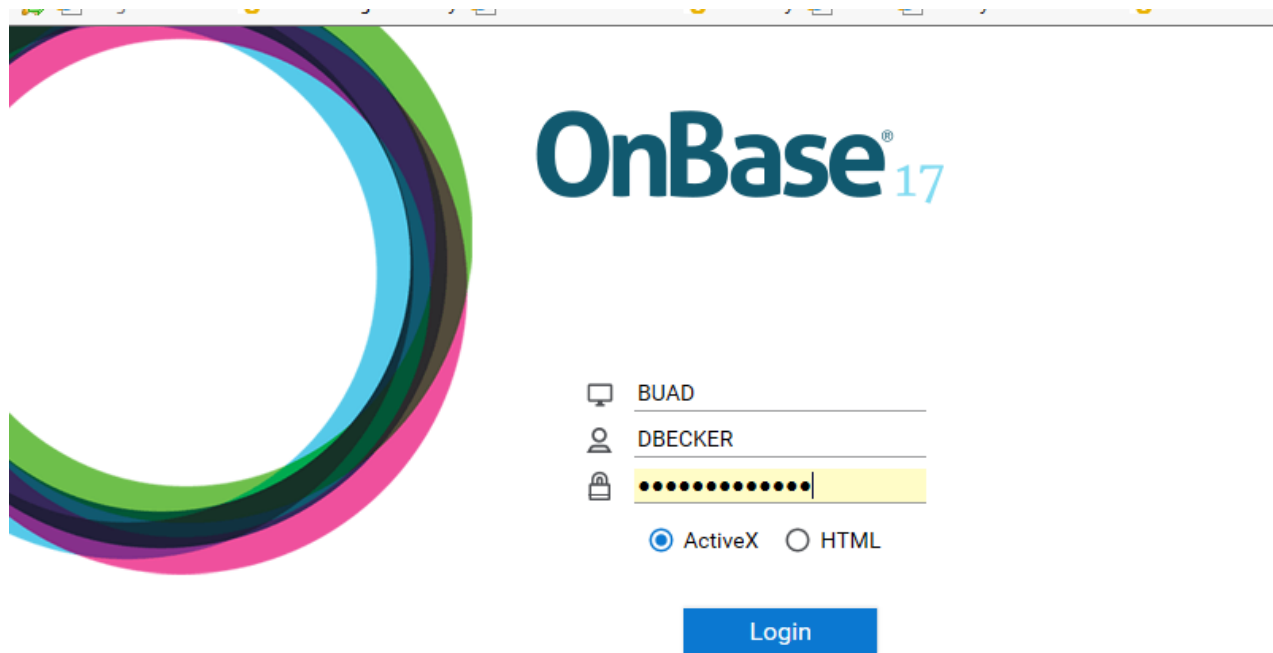
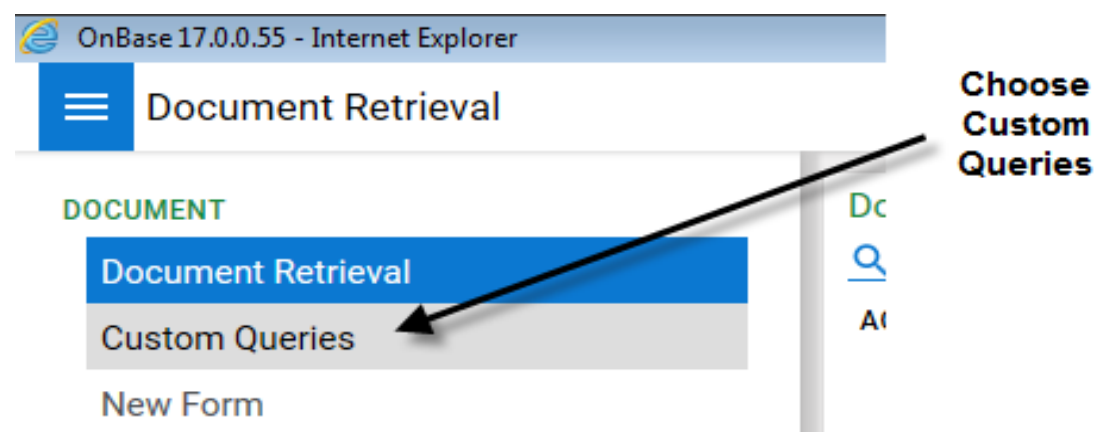
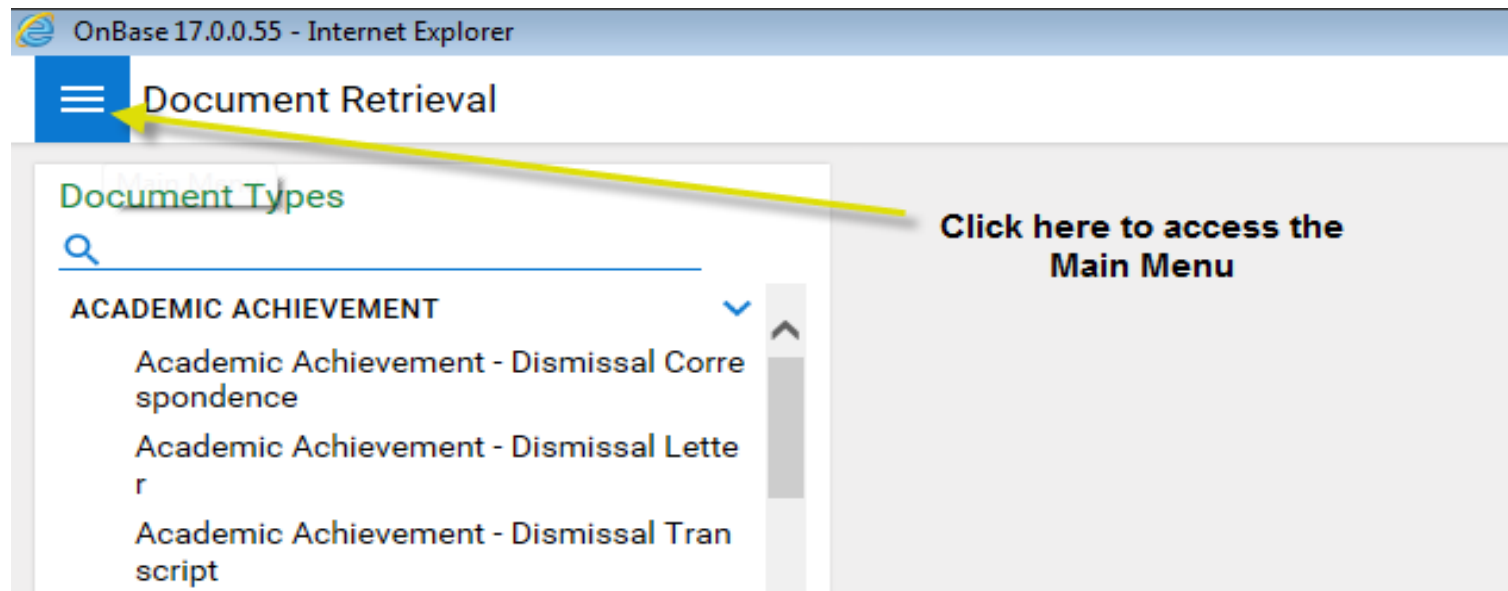


# OnBase

## Quick Reference



1. Use the following URL to access OnBase: :  
<https://onbase.bloomu.edu/AppNet/Login.aspx>
2. Log in using your network username and password.



≡ Custom Queries

Query Types



✓ All Student Docs by BUID

All Student Docs by Singularity ID

All Student Docs by Student Name

Bursar by Document Type

Converted Documents

Graduate Packet Documents

Human Resources Docs by Document Type

Human Resources Docs by Employee ID

Human Resources Docs by Name

Keyword Query

Military and Veterans Resources

[SHOW INSTRUCTIONS](#)

Search Type

KEYWORDS

BUID



Search

Choose All Student Docs by BU ID to search on all documents that have been archived in OnBase for the student.

Enter the students 6 digit BU ID

Click search

### Query Types



- All Student Docs by BUID
- All Student Docs by Singularity ID
- ✓ All Student Docs by Student Name
- Bursar by Document Type
- Converted Documents
- Graduate Packet Documents
- Human Resources Docs by Document Type
- Human Resources Docs by Employee ID
- Human Resources Docs by Name
- Keyword Query
- Military and Veterans Resources
- Petition Query

If you do not have the student BU ID you may search using All Student Docs by Student Name

### Search Type

KEYWORDS

First Name

Last Name

Enter the first and last name of the student

Click Search



Search

Document Retrieval

**DOCUMENT 1.**

Document Retrieval

Custom Queries

New Form

Import Document

Batch Indexing

**WORKFLOW**

Open Workflow

**FOLDERS**

Open Folders

**USER**

Mailbox

Envelopes

Locked Objects

**ADMIN**

Open Administration

**Document Types**

Registrar - Academic Renewal Form

Registrar - Act 48 Forms

✓ Registrar - Add/Delete Forms 2.

Registrar - Advanced Placement Scores

Registrar - Application for Certificate Completion

Registrar - Audit and Variable Credit Form

Registrar - Biographical Data Form

Registrar - CLEP Test Scores

Registrar - CLE'S for Goal Point

1 SELECTED

**Document Date**

< >

**Search Type**

KEYWORDS TEXT NOTES

BUID 3. =

Date of Birth =

MM/dd/yyyy

First Name =

Last Name =

Middle Name =

Term =

Major - Minor - CC =

4. Search

You may also search on specific document type by following these steps:

1. From the Main Menu click on Document Retrieval.
2. Choose the document you want to search for from the list under Document Types.
3. Enter the BU ID or First and Last Name of the student under Keyword.
4. Click Search.
5. This search will yield results only for the specified document.

1. OnBase URL: <https://onbaseweb.buad.bloomu.edu/AppNet/Login.aspx>
2. Use your network log on credentials to access OnBase
3. Searches will yield results for only those documents you have privileges to view.
4. Searches will yield results only for documents that have been scanned and archived into OnBase.  
If you do not see the document you are searching for it has not been archived into OnBase.
5. New employees must be set up in OnBase. If your department has a new hire please contact Deb Becker [dbecker@bloomu.edu](mailto:dbecker@bloomu.edu) to request access.
6. Also please contact Deb with questions on document retrieval or any other OnBase concerns.